

# INSTRUCTIONS FOR THE FILING OF A REQUEST FOR TENTATIVE MAPS

Tentative maps are required for subdivisions of land in which five or more lots are created. Such subdivisions of land must be approved by the City Council prior to the division.

A property owner or authorized representative may present a proposed Tentative Map to the Community Development Department, City Hall, 500 Castro Street, Mountain View, by submitting thirteen (13) prints of a map showing the proposed subdivision of land accompanied by the current fee.

A Tentative Map shall be prepared by a licensed surveyor or registered civil engineer. It shall be eighteen (18) inches by twenty-six (26) inches and shall be drawn to a scale of one inch to one hundred feet (1" = 100'); however, in the case of Tentative Maps relating to very large tracts, the Community Development Director or his/her agent may, in addition, require one map of lesser scale depicting the entire tract.

The Tentative Map shall contain the following information:

1. The tract number, name and designation.
2. The north point, scale and a description sufficient to locate the property on the ground.
3. The names and addresses of the record owners, the subdividers and the registered civil engineer or licensed surveyor who prepared the map.
4. The locations, names and present widths of all nearby highways, street, and ways.
5. The approximate radius, length and interior angles of all curves.
6. The widths and approximate locations of all existing and proposed easements whether public or private and whether for roads or drainage.

7. A number or letter for each lots and unit f air space.
8. The approximate lot layout and approximate dimensions of each lot.
9. The present and proposed location and outline to scale of any existing building to remain on the property.
10. The proposed use of the property.
11. The public areas proposed for parks, playground, open space and like uses.
12. The proposed method of sewerage and sewage disposal.
13. The names of adjoining property owners.
14. The location of existing utility poles and anchors.
15. The size and species of all existing trees and their proposed disposition.

In the event it is impossible or impractical to place upon the Tentative Map any information hereinabove required, such information shall be furnished in a written statement which shall be submitted with said map. In addition to the above, the following information shall be submitted with the Tentative Map:

1. A grading plan showing existing and proposed grades, and the method of disposing of storm waters.
2. A copy of any and all existing and proposed restrictive covenants.
3. Reasons purporting to justify and departures from the terms of the Subdivision Ordinance.

4. FOR CONDOMINIUM CONVERSIONS:

The following additional information should be provided:

- a. A statement describing current policies regarding children.
- b. Tabulation of present household sizes, including number and ages of children.
- c. Unit by number of bedrooms, baths, and square footage.
- d. Present rental rate.
- e. Estimated selling price.
- f. Statement of why the development is suited for families with children and/or description of improvements to make it better suited to families with children. Show proposed play area.
- g. Provide a letter (NOT copies of letters to each tenant) certifying that the tenant or occupant of each unit has been notified per Section 28.69.2 of the intent to convert, along with the copy of notice.
- h. Submit a copy of Code Compliance Survey from the Building Division (Section 28.69.1A.d).

Upon receipt of all required information, the Community Development Department shall transmit a copy of the tentative map to each member of the Subdivision Committee (which consists of the Public Works Director, the Community Development Director and the City Manager or their respective appointed delegates) and other interested agencies for their review and comment prior to a meeting at which the Subdivision Committee shall review the proposal and hear the comments and opinions of the subdivider and his surveyor or engineer. Within fifty (50) days of the date the application is filed, the Subdivision Committee, after due consideration, shall recommend approval, conditional approval, or disapproval of said tentative map to the City Council. The applicant shall submit an additional fourteen (14) prints one week prior to the Council meeting at which the subdivision will be considered to forward to the City Council with the Subdivision Committee's recommendation.

Within sixty (60) days of completion of the Subdivision Committee recommendation, the City Council shall then approve, conditionally approve or disapprove said tentative map after their due consideration upon receipt of the report of said recommendations.

Approvals of Tentative Maps are valid for a period of 18 months unless an extension is granted by the City Council (for not more than two (2) years).